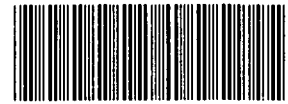


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**ENGINEERING-SCIENCE, INC.** a unit of  
**PARSONS ENVIRONMENTAL SERVICES, INC.**

1700 Broadway, Suite 900 • Denver, Colorado 80290 • (303) 831-8100 • Fax: (303) 831-8208

July 26, 1994



000036001

Mr. Randy T. Ogg  
EG&G Rocky Flats, Inc.  
Rocky Flats Plant, Bldg. 080  
P.O. Box 464  
Golden, Colorado 80402-0464

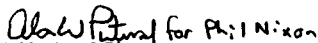
Re: Task Order MTS 343780GG3 under Master Task Subcontract  
MTS 225453RR  
OU4 Phase I and Phase II Requirements  
Minutes of OU4 Program Coordination Meeting of July 18, 1994

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review, comment, and information. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, August 1, 1994.

If you have any questions or require additional information, please contact Phil Nixon (Phase I) at 764-8811, or Pete Holland (Phase II) at 764-8883.

Sincerely

  
Phil A. Nixon

Project Manager, Solar Pond Phase I

  
Peter J. Holland, P.E.

Project Manager, Phase II Investigation

cc: Dave Ericson, EG&G  
Steve Paris, EG&G  
Kim Ruger, EG&G  
Mark Austin, EG&G  
Michelle Mckee, EG&G  
Joel Zarret, EG&G  
Robin Popish, EG&G (2)  
Bob Glenn  
Rick Wilkinson  
Richard Henry  
Alan Putinsky



ADMIN RECORD

A-OU04-000692

**Minutes of Meeting  
OU4 PROGRAM COORDINATION**

**July 18, 1994**

The OU4 Program Coordination Meeting was held at the Parsons/Engineering-Science, Inc. (ES) offices on July 18, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between Parsons/ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has been developed as an action during the first several weekly meetings.

**A. ATTENDEES**

Participants in the meeting were:

Randy Ogg, EG&G  
Kim Ruger, EG&G  
Pete Holland, Parsons/ES  
Alan Putinsky, Parsons/ES  
Rick Wilkinson, Parsons/ES (Part-time)

**B. PURPOSE**

The meeting was convened to review the status and discuss the scheduling, budgeting, and accounting for the OU4 projects.

**C. AGENDA**

The Agenda prepared for the meeting is attached.

EG&G and Parsons/ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. **Action:** EG&G and Parsons/ES.

## **D. DISCUSSIONS**

### **1. Review of Prior Minutes**

The minutes of the June 27, 1994 meeting had been issued and distributed on June 27, 1994. The responsible party for Action Item #48 was corrected to read Parsons/ES. The June 27, 1994 meeting minutes were distributed and discussed during the meeting to update the action items.

### **2. Status of Prior Action Items**

The status of prior action items was reviewed and discussed. Note that only active action items were discussed, as follows:

**Action Item 4, Finalize and submit the OU4 Phase II Requirements project Master Schedule and Implementation Plan.** Parsons/ES and EG&G will meet on Wednesday, July 21, 1994 to discuss WBS revisions, establish elements to be defined, determine schedule for a revised WBS Dictionary, as well as its incorporation into and issue of the final Implementation Plan. **Action: Parsons/ES & EG&G.**

**Action 36, Parsons/ES Health & Safety Plan as a Controlled Document.** Parsons/ES forwarded a revised copy of the Health and Safety plan to EG&G on May 31, 1994. EG&G has submitted the plan to make it a controlled document. Randy Ogg indicated that this plan would be used for the Phase II program, without additional input from Parsons/ES. This action will remain open until the H&S Plan becomes a controlled document. EG&G will check on the status of the Health & Safety Plan's issue as a controlled document. **Action: EG&G.**

**Action 37, Parsons/ES to provide Field Training Matrix.** Parsons/ES provided EG&G with the proposed training matrix at the July 11, 1994 OU4 Program Coordination meeting. EG&G commented that the remaining Phase II field training looked significant, and showed concern as to whether Parsons/ES could complete by October. Contractually, Parsons/ES is only funded/authorized in FY94 for Project Management and the Phase II Work Plan development. EG&G will take action to work with Gabrielle Green (Subcontract Administrator) to modify contract to include field training in the FY94 scope of work, using the same authorized amount. This action is on hold until a potential underrun is determined on the Work Plan to fund the training for Phase II. **Action: EG&G.**

**Action 38, EG&G would like verification on which type of drill rig will be used for the Pond Drilling.** Parsons/ES sent a letter recommending inclined drilling beneath SEP 207-C since the sludge in the SEP is saltcake. Randy Ogg indicated that there was still liquid in SEP

207-C in addition to the salt cake. It was discussed that inclined drilling was therefore not nearly as feasible as originally thought. Additionally, the current design basis for the SEP 207-C calls for excavation to the mean seasonal high water table for the construction of the subsurface drainage layer and subsequent placement of excavated materials beneath the conservative engineered cover. In light of the current design basis, Parsons/ES amended its previous recommendation and recommends that sampling/drilling in SEP 207-C and 207-B South be delayed until the remedial construction phase of the program (SP307:071194:01, dated July 11, 1994). CDH and EPA have indicated initial concurrence with this approach. Since the issue was still unresolved, EG&G requested that Parsons/ES inform them of the type of drill rig to be used in case vertical drilling of SEP 207-C is required. Parsons/ES submitted the drill rig specifications to EG&G at the July 11, 1994 meeting. EG&G will review and determine whether the rigs identified will be suitable for the work. **Action: EG&G**

**Action 40, Prepare Phase II Schedule and Logic Diagram for EG&G.** EG&G will provide information to Parsons/ES so that the logic diagram can be created. This action is temporarily on hold until the completion of the revised WBS and Dictionary. Upon completion of the Dictionary, EG&G and Parsons/ES will work together to complete a detailed schedule. **Action: Parsons/ES and EG&G**

**Action 41, Prepare Draft WBS Dictionary.** EG&G provided a general comment concerning the level of detail included in some elements of the draft WBS dictionary to Parsons/ES on June 27, 1994. Parsons/ES modified selected WBS elements and presented them to EG&G on July 5, 1994. Parsons/ES and EG&G will meet on July 21, 1994 to definitize the WBS index and identify final revisions to the WBS Dictionary. **Action: Parsons/ES and EG&G**

**Action 42, Investigate OU11 Sonic Drilling.** EG&G requested that Parsons/ES investigate the success/problems that the OU11 crews are experiencing with sonic drilling technology. Initial reports indicate that the method is not resulting in a reduction of drill cuttings as expected. Parsons/ES will coordinate a meeting on Wednesday, July 20, 1994 with Randy Ogg (EG&G OU4), Steve Paris (EG&G OU11), Greg Davis (Stoller), and Joe Bender (Ground Exploration) to discuss sonic drilling. **Action: Parsons/ES.**

**Action 43, Phase II Basis of Estimate.** Parsons/ES provided EG&G the basis of estimate extracted from the Phase II cost proposal, as previously requested. Parsons/ES recommended that a commitment be made to revise the project baseline within 5 days from conditional Work Plan approval by CDH. **Action: EG&G and Parsons/ES.**

**Action 44, Conductivity/Temperature Survey.** EG&G indicated the survey could be accomplished via a separate contract between EG&G and Tierra provided Parsons/ES conduct a meeting to clearly define the actions required. **Action: Parsons/ES.**

Parsons/ES PM maintained hours under Senior Engineer labor category. Parsons/ES will verify the level of effort with EG&G. **Action: Parsons/ES**

**Action 49, Enhanced Variance Analysis for Phase I RFI/RI.** EG&G requested that Parsons/ES provide a more detailed variance analysis for Phase I RFI/RI Direct Project Support. **Action: Parsons/ES.**

**3. Status Reporting**

**a. Weekly Project Status**

Parsons/ES provided a consolidated single OU4 program report to provide status as of 7/15/94 for the three (3) projects. Each of the Project Managers reviewed the status of their project with EG&G. A copy of the weekly status report is attached.

**b. Schedule Status**

No schedule status was provided by Parsons/ES on the OU4 Projects due to the uncertainty of the EPA comment receipt. EG&G requested that the Phase II RFI/RI Work Plan and Phase I IM/IRA Decision Document schedule extension be documented in a letter from Parsons/ES to EG&G. This letter was submitted to EG&G in the July 11, 1994 meeting. EG&G also stated that upon approval and rebaseline of the schedule extension in their system, they will issue a contract modification to Parsons/ES to modify the baseline.

**c. Variance Analyses**

The July 1994 Monthly Status Report and Variance Analysis will be submitted by August 10, 1994.

#### **4. Other Issues**

##### **a. EG&G Issues**

1) Subcontractor Consolidation. EG&G requested Parsons/ES investigate the cost benefits of reducing the lower-tier subcontractor scope of work for the Phase II project. Parsons/ES suggested that the issue be re-visited during rebaselining (prior to field implementation). Issue will be tracked as Action Item #49. **Action: EG&G and Parsons/ES.**

2) Transition of Project Managers for Phase I RFI/RI. EG&G requested that Parsons/ES transition project managers from Phil Nixon to Pete Holland in the next two to four weeks. Parsons/ES agreed to prepare a management proposal for the change and submit for EG&G approval. Issue will be tracked as Action Item #50. **Action: Parsons/ES and EG&G.**

##### **b. Parsons/ES Issues**

1) Elimination of the Baseline Risk Assessment (BRA) from Phase II. Parsons/ES provided EG&G with a copy of internal memos concerning site-wide efforts to disqualify the CO Water Quality Standards as an ARAR. This position is in direct conflict with the proposed OU4 plan to eliminate the BRA requirement based on the CO standards as an ARAR. EG&G agreed to research the issue and provide Parsons/ES with guidance. Issue will be tracked as Action Item #51. **Action: EG&G.**

2) Phase II Project Management Variance (June Report). Parsons/ES failed to locate documentation concerning specific WBS dictionary direction. Parsons/ES did provide more detail on the reported variance and agreed to move the billable WBS dictionary hours to the Implementation Plan element as directed by EG&G. **Action: Parsons/ES.**

3) Demonstration of the Remedial Alternative Screening Process. Parsons/ES briefly explained current efforts to develop a remedial alternative initial screening tool under the site-wide CMS/FS program and suggested that the tool may be of value to the OU4 program. EG&G requested that a meeting be scheduled to discuss the tool's potential applicability. Issue will be tracked as Action Item #52. **Action: Parsons/ES.**

**E. MEETING SCHEDULE**

The next OU4 Program Coordination Meeting is scheduled for August 1, 1994, starting at 8:00 am, in the Parsons/ES-Denver offices.

**F. ACTION ITEMS**

Action Items will be collected and reported for status at each weekly coordination meeting.

**G. ATTACHMENTS**

The following attachments are included with these minutes:

1. Agenda
2. Weekly Project Status Report for the Week of July 9 - July 15, 1994

**OU4 Programmatic Meeting**

**July 18, 1994**

**AGENDA**

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- 1. Review of Prior Meeting Minutes**
- 2. Review of Action Items List**
- 3. Review of Weekly Project Status Report**
- 4. Other Issues**
  - Proposed Elimination of BRA**
  - Summary of Proposed Observational Approach**
  - EPA Comments**